

Langley Minor Lacrosse

Operating Policy Manual

Drafted October 10, 2006

Section A: Objectives of Association

The Langley Minor Lacrosse Association (LMLA) recognizes the fact that its primary aim is to provide the Players in the “LMLA” the opportunity to participate in the sport of Lacrosse. The objectives of the Association are to promote, teach and perpetuate the game of Lacrosse. To teach sportsmanship to the participants and emphasize the necessity of fair play. To teach mutual respect among players, coaches, officials and spectators. To develop community spirit among all of the aforementioned persons.

Section B: How Lacrosse Is Run In British Columbia

The highest national body of lacrosse is the Canadian Lacrosse Association (CLA) who are responsible for the rules of the game, national teams, international competition and National Championships. The governing body for all Lacrosse played in British Columbia is the British Columbia Lacrosse Association (BCLA) which answers to the CLA.

As an Association, we operate under the guidelines set forth by the British Columbia Lacrosse Association (BCLA). The British Columbia Lacrosse Association’s function is to organize all Lacrosse activity in the province. They ensure consistency of rules and regulations throughout the province and collect dues for that administration from the member associations. They also organize and hold Provincial championships. They have divided the province into various zones or commissions to administer lacrosse at a more local level. LMLA is a member of the Lower Mainland Minor Lacrosse Commission (LMMLC). The LMMLC is responsible for inter-association play of minor box lacrosse played in the Lower Mainland of BC.

Section C: Amendments

The Operating Policy of LMLA may be changed by a simple majority vote of the Executive at any regular or special meeting as long as a quorum is present. Proposed amendments must be submitted to the Executive no later than fourteen (14) days prior to any regular or special meeting.

Section D: Eligibility

All boys between the ages of 5 and 16 and all girls between the ages of 5 and 18, based on their age as of December 31 of the year in which the season begins, in compliance with the Provincial directive of age requirements, shall be eligible to register, subject to box availability and volunteer support.

It is the LMLA’s policy and practice to treat all our members with equality, regardless of gender, in all respects, including, but not limited to the following:

1. Ensuring that the achievement of equal opportunity is a key consideration when developing, updating or delivering lacrosse programs.
2. Ensuring that the needs and concerns of both genders are identified, promoted and supported on an equitable basis. Identify the specific needs of female athletes participating in our program and make all reasonable accommodations to ensure that such needs are satisfied; and
3. To co-operate with lacrosse’s governing bodies, all levels of government and other

sports organizations to promote and encourage the increased participation of female and male athletes in our programs.

Section E: Registration

1. Player registration shall be take by mail, online or at scheduled registration sessions prior to the playing season. These registrations shall be comprised of:
 - (a) A new player and returning player registration
 - (b) Late returning player registration
2. Registration fees shall be set on a yearly basis, as determined by the budget and approved at the AGM.
3. A late registration fee shall be charged to any registrant and/or returning player who fails to register in a timely manner. The cost and initiation date of this fee to be determined by a vote of the directors.
4. Refunds of registration fees must be applied for in writing to the club registrar and are subject to the following:
 - a) full refund, less \$40.00, upon receipt of request prior to April 1.
 - b) full refund, less \$40.00 plus any and all fees incurred to date.
5. Registrants whose fees are paid with NSF cheques will have their membership revoked until those fees are collected, either in cash or some form of guaranteed payment. These members will also be subject to an additional minimum penalty fee of \$25.00.
6. The waiting lists shall be comprised of:
 - (a) Any returning players that register after the returning player registration deadline. This list will take precedence over all other waiting lists.
 - (b) All new players that register in the Tyke, Novice, Peewee, Bantam and Midget Divisions on new player registration day.
 - (c) Any player from out of the LMLA draw zone that wishes to play for LMLA. This List is always bumped to the end of the line by the new/returning player wait list.
7. Waiting lists shall be established after:
 - (a) All the returning players have registered at the regular returning player registration.
 - (b) The optimum number of players has been registered (in each division) at the subsequent new/late returning player registration. The optimum number is to be established on a yearly basis, determined by factors such as available floor time, availability of coaches, etc.
 - (c) Maximum number of players and goalies for one team is set by the BCLA.
8. A sibling, whose family is currently a member of the Association, shall have priority on any waiting lists and will be accepted into the membership at the time of registration.
9. Any player who is not registered prior to May 31 cannot play on a LMLA A1 team.
10. A player is grand fathered into LMLA once they have moved out of the LMLA draw zone provided they have played lacrosse in Langley, as a resident, for two or more consecutive years before moving out of the Langley draw zone.
11. Any out of area player that does play for LMLA, and who does not qualify under Section E - 10, must sign an out of area letter acknowledging playing status and is subject to yearly

review. All out of area players must acquire a release from their association of residence prior to registering with LMLA.

12. Goalies who provide their own BCLA approved equipment and with a written request, shall only pay the current BCLA fee.

Section F: Player Release Request

Listed below are the guidelines to be followed by the Directors when dealing with release requests:

1. Player must register with Langley before requesting release.
2. The LMLA releases players only under extraordinary circumstances.
3. Releases will not be granted under any circumstances immediately prior to, during and after evaluations.
4. Players MAY BE offered a release if and when the LMLA can not provide a team for the player to play for.
5. Players will not be released if such a release results in a negative impact upon the association's ability to field teams at that level.
6. Players incapable of making a team and or playing at a particular level within the LMLA will not be released to play at the same level of a competing association.
7. Players released from other associations to try out for LMLA positions will receive treatment no different than that of existing LMLA players.
8. All release requests must be written and addressed to the LMLA Executive.
9. Release request forms are available on the BCLA website at:
<http://bclacrosse.com/forms/player-release.doc>
10. Release requests must be submitted prior to registration completion.
11. All other release requests will be handled monthly or the next scheduled Executive meeting.
12. All release requests are to be reviewed by the Board of Directors, rather than any singular President, Vice-President or Head Coach, and requires a majority vote.

The Langley Minor Lacrosse Association is governed by the Lower Mainland Minor Lacrosse Commission. While the LMMLA prefers such matters to be dealt with at the association level, any questions concerning releases, not answered by your association, are best directed to the LMMLC chairperson.

Section G: Membership in the Association

1. Membership in the Association shall be in accordance with the Constitution and By-Laws of The Langley Minor Lacrosse Association, By-Law 1.
2. A membership in the association shall be considered as one vote per member.
3. A family's membership fees shall be the registration fees paid to the association each playing year.

In keeping with LMLA statement of purpose, LMLA has adopted the following Code of Conduct.

CODE OF CONDUCT

All individuals affiliated with LMLA shall:

- a) Not use foul or negative language
- b) Shall not verbally or physically abuse any game official, participant or spectator, regardless of association or circumstance
- c) Demonstrate courtesy, respect and good sportsmanship towards all game officials, participants and spectators, regardless of association or circumstance

- d) Develop community spirit and pride in our association
- e) Respect all facilities utilized by our Association, as well as any staff of those facilities.
- f) Emphasize sportsmanship and fair play while keeping with the word "FUN" in Lacrosse
- g) Treat the game of Lacrosse with the respect that it deserves
- h) Take all necessary steps to report any incident involving a breach of this Code of Conduct, or any other conduct which would bring the LMLA, the LMMLC and the BCLA or the sport itself into disrepute. Such report should be made to a coach, team manager or the LMLA official as soon as possible after any such incident, and preferably, in writing.
- i) Any LMLA official receiving a report as set out in paragraph (h) above shall immediately notify the President, or such other person or persons, approved by the President **IN WRITING** of the incident giving rise to the report.
- j) All parents, players will be required to sign a Code of Conduct prior to the start of the season each year. Managers will hand them out and they are to be returned to the Registrar

Any individual who conducts him or herself in the following manner will be subject to discipline:

- a) Breaches any of the above in Section G, CODE OF CONDUCT
- b) Uses their position with the LMLA for unauthorized personal and/or material gains, or breaches their fiduciary duty to the LMLA
- c) Willfully circulate false or malicious statements, derogatory to any other member of our or any other Association
- d) Willfully ignore or break the Constitution, By-Laws, Policies and/or rules or regulations of our Association
- e) Counsel others to ignore or break the By-Laws Policies and/or rules of our Association
- f) Is involved in any other conduct which is detrimental to the LMLA, the sport of Lacrosse or the players, spectators or officials

DISCIPLINE

- a) The LMLA, recognizing that it is responsible to enforce it's rules to ensure the continued enjoyment of the sport and the proper operation of the club, shall set up a discipline committee of members appointed by the President and approved by the Executive, who shall be responsible for investigating reports of a breach as set out above and, at their discretion and where appropriate, take whatever action they deem necessary to address the breach.
- b) The discipline committee may, at its discretion, allow a person who may be affected by its decision the opportunity to respond to any allegation made against such person and may set up its own rules and procedures to ensure both fairness and expediency in its functions.

MAINTENANCE OF ORDER

- a) Maintenance of Order within the auspices of the Association's arena/arenas and box/boxes shall be the responsibility of the home team's coach/coaches and/or any Association Executive member that is present at the time. They shall have the authority to request that the person/persons responsible for any disruption should cease and desist or be asked to vacate the premises of the Association. If an Association member is responsible for the disruption, he/she shall face the possibility of suspension from the Association.
- b) Maintenance of Order outside of Association premises shall be the responsibility of every Association member. Any member reported for disruption of order shall face the possibility of suspension from the Association.

ISSUE MANAGEMENT FORM

Only written membership issues will be dealt with by the Executive. All issues will be addressed by the Disciplinary Committee.

Forms available through the team manager or LMLA website.

Section H: Management of the Association

The Board of Directors shall manage the business and affairs of the Association in accordance of the Constitution, By-Laws and Policy Manual of the Association.

Board of Directors – Elected

The Board of Directors shall consist of Elected and Appointed members. The Elected Board Members shall be:

President	Yearly
1 st Vice-President	Even Year
2 nd Vice-President	Odd Year
Treasurer	Even Year
Immediate Past President	

Once elected, the Board of Directors shall appoint, subject to majority approval, the following Appointed Board of Directors positions: (within 30 days after the AGM).

Head Coach	Even Year
Head Referee	Odd Year
Registrar	Odd Year
Ways and Means	Even Year
Referee Allocator	Even Year
Floor Allocator	Odd Year
Secretary	Odd Year

Club Representatives:

The Board of Directors will appoint Club Representatives, as they deem necessary for the smooth operation of our Association. The Club Representative positions are:

- School Program
- Equipment/Uniform Manager
- Division Coordinators
- Lacrosse Coordinator
- Web Master
- Publicity
- Tournament Coordinator – Annual Dennis Hickey Memorial Tournament
- Booster Club
- Team Manager Coordinator

DESIGNATED OFFICIALS:

The Designated Officials will be appointed by the Board of Director (s) whose responsibility it is to select these positions. The following positions are Designated Officials:

- Coaches
- Referees

Terms of Service

All Board Members shall serve for a maximum period of twelve months per term, but not beyond the next Board elections at the Annual General Meeting. Persons wishing to run for Director positions should be prepared to serve for two terms as Board Members. It is expected that each Board Member will attend ALL monthly Board Meetings and all special meetings as required. However, it is understood that Board Members may unavoidably miss some meetings between Board elections. If 3 consecutive meetings are missed, the person in question may be subject to removal from the Board of Directors.

Filling Vacancies

Whenever there is a vacancy on the Board of Directors, that position may be filled by a majority vote of the remaining Board Members, and the person filling such vacancy shall serve until the next Annual General Meeting.

Appointing Committees

The Board of Directors shall have power to appoint special committees from the membership of the Club.

Removal of Board Members

A member of the Board of Directors can be removed provided it is done according to the By-Laws of the Association. A member of the Board of Directors removed by resolution of the membership at a meeting called for the purpose of considering such resolution shall cease to hold office.

Conflict of Interest

Anyone who may be in a conflict of interest must report such potential conflict to the President (or, if the President, to the 1st vice-President) who shall review such potential conflict and, if appropriate, submit the issue to a special meeting of the Directors. If that person were a Director, they would be excluded from any vote or decision process considering the matter.

Voting on Decisions

All voting issues are to follow the By-Laws of the Association.

Voting Privileges

Elected Board of Directors and Appointed Board of Directors are the only parties who can vote on monetary issues and Policy Manual compromises. Elected Board of Directors, Appointed Board of Directors and Club Representatives vote in all other voting issues.

Meetings

- a) Annual General and General Meetings shall be held in accordance to the By-Laws of the Association.
- b) Board of Directors Meetings
Meetings of the Board of Directors should be held approximately once a month and at a regularly scheduled time and place. Directors must make every attempt to attend these meetings. In the event that they are unable to do so, they are required to submit a report, on any business requiring attention to the Association President or his delegate in order that it may be placed on the Agenda for discussion.
- c) Annual Budget Meeting
The Board of Directors will meet annually, on a convenient date (probably in August or early September), to discuss recommendations for the yearly Budget. The Directors will make their recommendations after consultation with their group members as to their needs for the next season. The Association President in forming the Annual Budget for the next season will utilize these recommendations.

ASSOCIATION FUNDRAISING

- a) Association fundraising shall be conducted on an ongoing basis throughout each playing season.

- b) The type and extent of the fundraising shall be determined by the Directors, based on recommendations from the Ways and Means Coordinator, to best suit the financial and philosophical needs of the Association.

Team Fundraising

Team fundraising should meet the majority approval from the parents of the team. There shall be no conflicts with the fundraising efforts of the LMLA, if there is the LMLA has priority. It is highly recommended that no cash transactions be undertaken for team expenses. The LMLA may from time-to-time ask for financial statements from a team.

RECORD CHECKS

Individuals belonging to the Association should be advised that anyone in the capacity of a volunteer may at some time be requested to submit to a criminal records check at no cost to themselves. Individuals refusing to submit to the Criminal Record Check will be eligible for expulsion from the Association.

Section I: Board of Directors, Club Representative And Designated Representatives Responsibilities

President

- a) Chair meetings at club level. Oversee all general club functions. Attend Lower Mainland Commission meetings and any other mandatory Lacrosse meetings.

Vice-Presidents

- a) shall assist the President in the performance of his/her duties
- b) the 1st Vice-President shall act as the President in his/her absence
- c) responsible for reporting activities of the club to respective club volunteers, and for providing guidance and support to those volunteers
- d) representative of respective club volunteers

Secretary

- a) shall keep a complete record of all meetings of the Association and of all business and correspondence transacted there, with meeting minutes distributed within one week of such meetings.
- b) shall ensure all statements, lists or other reports are filed as required by the British Columbia Societies Act or other regulatory bodies
- c) shall turn over all files, communications and documents pertaining to the affairs of the Association to their successor
- d) shall be responsible for notification of the Executive for the Executive Committee meetings.

Treasurer

- a) oversee handling of all the Association funds, writing of cheques, bank deposits, etc. Coordinate and monetary questions or duties with Government re: Club Casino Applications, GST Rebates, applying for licenses, etc.
- b) shall maintain a continuous record, which must be kept up to date. They shall prepare, or have prepared statements in the form of a balance sheet for the Annual General Meeting in accordance with the British Columbia Societies Act as of the current year
- c) Upon leaving the position they shall turn over all books, papers, vouchers, invoices, cash and control of bank accounts to their successor or the President.

Immediate Past President

- a) the Immediate Past President shall perform the duties and carry out the the responsibilities allocated or set by the President both actively, if required by the President and in an advisory capacity when requested by the President, or any

Board of Director or Club Representative for a period of one year

Head Coach

- a) shall be responsible for obtaining, training and supervising all coaches in the Club
- b) will administer the Criminal Record Search system for coaches and other volunteers
- c) shall arrange for and/or give clinics and training programs where needed and disseminate information when appropriate to assist coaches
- d) will organize and participate in-group coaching meetings
- e) shall be responsible for the appointment of an Assistant Head Coach and Division Coordinators

Head Referee

- a) to evaluate Association referees, at Level 1 and 2, to receive and pass on all game report information to the appropriate parties
- b) to report to the Executive on the administration of all Association referees
- c) work closely with the Head Coach; reporting any discipline or assignment problems or any coaches indiscretions relating to the refereeing of games
- d) provides the Executive Committee with information relating to BCLOA rules, regulations or directives
- e) responsible for the disciplining of referees within the Association, seeking the counsel of the Head Coach
- f) requests evaluations by BCLOA instructors for referees they recommend for upgrading beyond Level 2
- g) to attend Head Referee meetings

Registrar

- a) shall be responsible for the proper registration of all players in the Association. Coordination of registration includes ordering of preprinted forms and selection of sign-up locations
- b) responsible for the records of all registered players, and passing the registration information on to BCLA and the Division Coordinators
- c) works with the Treasurer and turns over all registration fees collected post haste.
- d) shall provide reports of the total number of players registered as required by the Executive including final annual report.
- e) update membership lists.
- f) keep individual file copies of Birth Certificate and Registration Forms for each player.
- g) phone all returning players that have not registered to remind them to register.
- h) phone all players who did not re-register with the Association to determine why they aren't returning.

Ways and Means

- a) shall provide the Association with support for duties with regards to treasury, fundraising and general organization activities.

Division Coordinators

- a) to actively participate in the organization of a division or divisions of Minor Lacrosse within the auspices of LMLA
- b) arranging (with the assistance of the Head Coach) certification of Coaches in his/her division
- c) registering teams for Provincial play downs in his/her division (if applicable)
- d) coordinating evaluation sessions for division
- e) coordinating the team selection process in division
- f) overseeing day to day problems in division
- g) evaluating, with the Head Coach, coaches in division

Equipment & Uniform Manager

- a) responsible for the distribution at the beginning of the season and the collection at the end of the season of all Club uniforms, goalie equipment and other Association gear.
- b) reports necessary purchases to the Board, is advised by coaches, coordinators, etc. of any repairs required during or after the season, and arranges for repair or replacement
- c) arranges for off-season storage of uniforms and other equipment

Coaches

- a) coaching positions within the Association ranks will be filled using the following criteria as guidelines:
 - Past history with the Association
 - Knowledge of the game
 - Coaching ability
 - Technical qualifications (certified levels)
 - Temperament
- b) the Head Coach will assign coaching positions. The Head Coach and/or President may, at their discretion, form a Coaching Selection Committee. The Coaching Selection Committee may request that the applicants attend an interview session if deemed necessary

Referees

- a) the Association will pay referee floor fees for any regular scheduled tiering, regular season, home tournament or playoff game. Exhibition games will be the responsibility of the teams participating in those games
- b) referees must attend BCLOA hosted referee clinics each year to be eligible to referee within the Association. The Association pays for the refereeing clinic, with the understanding that each referee referees 4 (four) games per season. If this requirement is not met, the referee is responsible to reimburse the Association

Section J: Team Selection Guidelines

1. Player Evaluations
 - a) player evaluations shall be conducted for each playing division from Novice to Midget each playing season and each registered participant should be given equal opportunity to participate
 - b) to participate in player evaluations a player must be registered with the Association
 - c) player evaluations shall be organized by the Division Coordinator and/or Head Coach
 - i) evaluators should, if possible, be chosen from the ranks or the Senior and Junior personnel and/or coaches from outside the division being evaluated
 - ii) a minimum of 4 evaluators is to be used
2. Team Selections
 - a) the number of players selected or assigned to a team will be based on recommendations made by the Head Coach, President and Division Coordinators. These recommendations will take into account the number Of players registered in a division, caliber and the number of goalies available. The optimum number of players would be a minimum of 14 to a maximum of 20
3. Team Selection Guidelines for Peewee, Bantam and Midget
The intent of these selection guidelines is to ensure a fair and expedient tryout process. It is the goal of LMLA to field the most competitive teams possible at each level in each division. It is the responsibility of the Division Coordinator and Division Coaches to achieve this goal.

- a) guidelines to be agreed to by coaches prior to tryouts
- b) no players at tryouts unless officially registered
- c) players only to tryout with proper age group
- d) no player to be assigned to A-1 team unless they have attended 50% of tryouts, unless the player has a certified medical exemption (Division Coordinator to arrange for attendance check) or the player has notified the Division Coordinator of a conflict.
- e) should a player return after the team selection process, from playing or trying out with another Association, that player is not eligible to play at the highest level for the division, but may be available at A-2 or lower, whichever is applicable for that division. The decision as to which team the player plays on will be based on the decision voted on by the Board of Directors and which coach wants him/her. Late registering returning players will be subject to review of the Board of Directors and Division Coaches before being assigned to a team.
- f) players from outside the LMLA registration boundaries cannot play on a A-1 (or the highest level team within a division where applicable) if their home Association offers a team at the same level.
- g) team selection process is to be determined by the Division Coordinator and approved by the Head Coach and President
- h) time extensions to selection process dates only with approval of Head Coach and Division Coordinator. The process is to be broken down into three cut-off dates:
 - 1st Team – must be selected within 14 days of the last evaluation
 - 2nd Team – must be selected within 21 days of the last evaluation
 - 3rd Team – must be selected within 28 days of the last evaluation
- i) there will only be one goalie per team unless LMLA has more goalies than teams. The Division Coordinator will decide which team(s) is assigned second goalies
- j) discretion to be used in posting players on bottom team, may be preferable to simply advise those not on B list to attend practice with time and location listed
- k) Division Coordinators and coaches may if they prefer, advise players privately (by phone or letter personally delivered to player), of individual players assignments. (providing a parent is present or consulted first).
- l) A-2 and B teams may only name / request two players to be removed from the Selection process to play on their team. These players must be children of the head coach/assistant coach or manager
- m) coaches to obtain approval of Division Coordinator and regular coach prior to any player call-ups. This means no permanent player call-ups after teams are finalized
- n) that our Association expects players making the A1 and A2 teams to have lacrosse as their #1 priority extra curricular activity. Coaches will expect attendance at games and practices over other team sports or activities through completion of the season. Players to be advised of this at first try-out session.
- o) players who commit to trying out and playing “A” level lacrosse will play on the “A” team they are assigned to through the selection process. An A1 selected player **cannot** choose to play A2. If an A1 selected player does not want to play A1, they will play on a B team.
- p) A1, A2 and B level coaches are responsible for identifying to the Division Coordinator prior to the start of tryouts, any player who for any reason that coach refuses to select for their team
- q) where more than one team will compete at the same level (A2, B or C), the Division Coordinator will oversee the division of players between the same level Teams to ensure the teams are balanced.

4. Team Selection Process for Mini-Tyke and Tyke

- a) attempt to satisfy any requests for playing with specific coaches (to a maximum of 2) and players
- b) organize teams geographically
- c) this does not supercede the requirement of the Association and the BCLA to have all teams within an Association balanced. The Division Coordinator will organize

skill evaluations and exhibition games, scrimmages to ensure the teams are balanced

Section K: Tournaments

Langley Minor Lacrosse hosts The Dennis Hickey Memorial Tournament annually. This tournament is for Bantam age players. It is usually held in June of each year. All members of LMLA will be asked to volunteer time for this tournament, from Mini-Tyke to Midget

1. Provincials/Championships
The Association will pay the registration fee for any team/teams wishing to participate in a Provincial or Zone Championship to a Maximum of \$100.00. Any other expenses incurred during participation are the responsibility of the competing team. Teams not competing in, but entered in Provincials by the Association, will be expected to reimburse the Association the full cost of the Provincial fee

Section L: Awards

1. The LMLA will present, on an annual basis, certificates to that year's class of graduating Midget Players. These certificates will be handed out at LMLA Annual General Meeting
2. The LMLA will also select, on an annual basis, recipients for the following awards:
 - Lacrosse Boy/Girl of the year
 - Coach of the year
 - Donna Smith Memorial (Volunteer of the year)
 - Official of the year

Section M: Rules and Regulations

All games shall be played under the By-Laws and Competition Rules and Regulations of this Association

Cancelled Games

Games to be cancelled are the responsibility of the Home team's manager or coach. The Floor Allocator must be notified ASAP, otherwise the costs are the responsibility of the offending team. Teams not canceling those games as per the LMMLC Operating Policy and LMLA's Operating Policy, shall be responsible for the costs incurred for those games (floor time and referee fees)

Floor Fees

1. The Association will be responsible for the arena floor charges for any regularly scheduled pre-season, league, playoff or tournament games as well as any Association scheduled practice or evaluation sessions.
2. Teams utilizing arena floor time for any exhibition game, team practices or other self-scheduled purpose will be expected to reimburse the Association, unless the Association has waived the floor fees
3. Teams that fail to notify the Association (Floor Allocator) of any floor time to be cancelled, will be responsible to reimburse the Association for that floor time, using their own team funds
4. Teams must turn floor time back to the Floor Allocator if they do not have a game scheduled on their regular game night. If the Floor Allocator does not have a game to re-schedule in that time slot, the team returning the floor time will have first priority on using that floor time for their own use
5. Teams must return box time back to the Box Floor Allocator if they don't use their regular scheduled box time for any game or practice

Section N: Financial and Banking Matters

Finances

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership. The budget shall be prepared by the President, with input from the Directors as to the needs of the Association in the forthcoming year
2. The Association shall apply for "Gaming" ("Casino") on a yearly basis. A Director should complete the Casino Application and/or the Fundraising Coordinator with input from the Treasurer as to budget needs
3. The funds required by the Association shall be obtained by whatever means the Executive shall see fit and shall be disbursed by their discretion
4. The funds of the Association that are not required for immediate use may be kept on deposit in a bank
5. Major purchases for equipment must be tendered, preferably within the Association boundaries whenever possible
6. All Association cheques must be signed by two (2) signing officers out of three (3) signing officers (Treasurer, President and one (1) other person)
7. The members of the Executive can not be held personally responsible for any shortfalls in funds

Expenses

1. General operating expenses (office and administrative expenses), need only be authorized by two (2) of the three (3) signing officers
2. Expenses over \$50 not identified in the annual Budget requires a majority vote by the Executive

Budget

1. A budget shall be prepared prior to the Annual General Meeting and presented at the AGM for a vote of acceptance by the membership
2. The President shall prepare the budget, with input from the Directors as to the needs of the Association in the forthcoming year
3. The budget may be revised periodically during the operating season should circumstances require
4. The revised budget must be approved by a majority vote of the Directors before implementation

Banking

1. The Association Treasurer upon commencement of their term of office will establish a "General Operating" bank account
2. The general operating account will have three (3) signing officers one of which must be the Treasurer. Each bank transaction must require two (2) signatures
3. The Treasurer at the commencement of their term of office will establish a "Gaming" bank account.
4. The gaming account will have three (3) signing officers one of which must be the Treasurer. Each bank transaction must require two (2) signatures.
5. Disbursements from the Gaming account must be in accordance with the terms and conditions for "Charitable Gaming and Access to Gaming Revenue".

Revenue

1. The Association shall apply for "Gaming Funds" on an annual basis. The President and the Treasurer shall complete the application and corresponding reports with input from the Directors and the Ways and Means Coordinator as to the budget needs. Funds received from the Gaming Commission will be deposited into the "Gaming" bank account.
2. General Operating account will receive revenue from:
 - a) Registration in accordance with the rates established at the AGM

- b) Booster Booth sales
- c) Tournament and Program Revenues. All excess revenues generated for Association hosted Tournaments or Association hosted Programs will be deposited into the general operating account
- d) Fundraising Revenue. All funds generated by the Association must form part of the general operating revenue unless deemed "Team Fundraising Funds" by the Ways and Means Coordinator
- e) Interest Revenue. All interest revenue will form part of the general operating account unless generated by funds identified and secured for Capital Acquisitions
- f) Miscellaneous Revenue. All income generated from miscellaneous sources, such as disposal of excess/outdated equipment, will form part of the general operating revenue

Disbursements

All receipts obtained for use of general operating funds or "gaming" funds must be retained for a period of seven (7) years

1. General & Administrative:
 - a) Require authorization of two (2) or the three (3) signing officers
 - b) Routine budgeted expenses under \$500 may be disbursed on a routine basis without a majority vote of the Directors
 - c) Budgeted expenses in excess of \$500 will require a majority vote of the Directors

2. Capital Acquisitions
 - a) Capital acquisitions include all items that will be retained by the Association from Operating Season to Operating Season for the duration of their useful life
 - b) The Association must own capital acquisitions
 - c) Funds for capital items required by the Association will be disbursed from the general operating account providing the items are essential for the operation of the Association
 - d) Funds will be disbursed from the general operating account for Capital Plans That have been implemented by a majority vote of the general membership
 - e) Such funds in the case of Capital Plans must be identified and secured
 - f) The Association must be advised of the intended disbursements of team capital acquisitions. Such disbursement must be voted on by the team in question and recorded for the Association.

3. Langley Minor Lacrosse Association AGM

Expenses shall be drawn from the general operating account

4. BCLA AGM
 - a) Expenses shall be drawn from the general operating account and The Association shall cover the expenses of voting members Attending the BCLA AGM in representation of the Association. Expenses shall include:
 - b) Fares and/or ferry at actual cost
 - c) Awards Banquet at actual cost (Delegate Only)
 - d) Accommodations at actual cost providing they are the official accommodations
 - e) Expenses not included in the above would have to be authorized by a majority vote of the Directors
 - f) Selection of the Association Representative for the BCLA AGM will be by the President

Section O: Association Time Lines (to be updated annually)